

SHERWOOD MIDDLE SCHOOL After School Activities Program

October 3 – December 2, 2016

***Note this is a two-page document**

*Applications are due Wednesday, **September 28, 2016**. Please return the application and payment to the front office!*

Come and join the fun!!

How the after school program works:

- The program runs after school on weekdays from 2:55 – 3:55 p.m. Please check the day of the week that each activity will take place in the course descriptions.
- All students must find their own transportation home.
- **Parent pick-up of students must be made by 3:55 p.m.**
- Classes are open to Sherwood Middle School students only.
- Please check the course descriptions for class fees. Some classes include a materials fee. **The activities fee does NOT cover this program.** Payment is due at registration. Please submit **CHECKS ONLY** payable to Shrewsbury Public Schools.
- Classes will need to meet minimum enrollments (10 students) in order to take place. We will contact students ONLY if a class is cancelled.
- Scholarships are available on an as needed basis. Please contact Mrs. Gutekanst @ 508-841-8673.
- **There is no nurse on duty at the school during the after school program.**
- We **must** be able to reach a parent/guardian or designated adult by phone that can immediately come to the school in case of an emergency or unacceptable behavior.
- Classes only meet on days when school is in session. Classes will not meet on early release, vacation, holidays or parent conference days. Instructors will arrange for a make up class for these days.
- **On occasion, a class may be cancelled the day of class. Students need to listen to announcements and check the after school bulletin board by the main office. Parents WILL NOT be notified of day-to-day cancellations. After school plans should be in place for all students in case of cancellations. IF A CLASS IS CANCELLED DUE TO A SNOW DAY OR OTHER CIRCUMSTANCES, THE INSTRUCTOR(S) WILL ARRANGE FOR A MAKE UP DATE.**
- Expectations for appropriate student behavior are the same as during the school day. Students who do not behave appropriately may be asked to withdraw from the program.
- There will be **no refunds**.

PLEASE READ THE REGISTRATION DIRECTIONS ON THE NEXT PAGE CAREFULLY. PLEASE NOTE THAT YOUR CHILD WILL NOT BE CONSIDERED REGISTERED UNTIL A CHECK FOR THE CLASS FEE HAS BEEN TURNED INTO THE OFFICE. AS SOME OF OUR CLASSES HAVE A MAXIMUM ENROLLMENT, IT IS IMPORTANT TO SEND IN THE FEE AS SOON AS YOU HAVE SUBMITTED ONLINE.

DIRECTIONS FOR SUBMITTING REGISTRATIONS ONLINE:

- 1. Go to the parent Portal for your child.**
- 2. Click on “Sports, Activities, and Permission Slips” in the left hand menu.**
- 3. Select an activity by checking off next to that activity.**
- 4. Click submit.**
- 5. Send in a check for the class fee to the Sherwood main office. Please include the following information on the envelope with the fee:**
 - *Child’s first and last name**
 - *Child’s homeroom teacher**
 - *Name of the activity(ies) for which you have signed up your child.**

Please remember that the registration is not complete until the school has received a check for the class fee.

